



Access the K-12 Assessment Reporting Portal and Manage Access Tool

Through the new K-12 Assessment Reporting Portal, educators, using their **College Board Education Professional accounts**, can analyze score data from the SAT®, SAT Subject Tests™, PSAT/NMSQT®, PSAT™ 10, and PSAT™ 8/9. A single sign-in grants access to all score data.

In order for educators in your district/school to gain access to the **K-12 Assessment Reporting Portal**, you must first log-in to the **Manage Access Tool** and create users for your institution. Follow the guideline below to establish data access for your district/school staff through the Manage Access Tool.

Quick Definitions		
R O L E S	DAT for Assessment Reporting K12 (Access Manager) Each district/school needs to identify at least one staff member that manages access to the score report portal.	This role allows you to assign any of the four roles listed below (including this one). Access Managers <u>cannot view data</u> ; rather, they are responsible for logging into the system and determining the appropriate level of access to data for all other staff – principals, assistant principals, curriculum specialists, counselors, and teachers.
	Assessment Reporting K12 Data Files Management	Assign this role to colleagues in charge of <u>uploading results into your local data systems</u> . Users with this role may be IT vendors hired by institutions, institution technology staff, or other institution staff.
	Assessment Reporting K12 Summary	Assign this role to colleagues who need to view <u>aggregate level reports</u> for your institution. This reporting role will not have access to personally identifiable information of students.
	Assessment Reporting K12 Detail	Assign this role to colleagues who need to view <u>aggregate level reports and student-level reports</u> for your institution. This reporting role will have access to personally identifiable information of students.

STEP 1 Create College Board Education Professional Account

To access the reporting portal, individuals must have a College Board Education Professional account. This must be completed prior to setting up users.

Create Your Professional Account

1 Your Information 2 Review Information

To get started, please tell us more about you, set up your username, and let us know about the work that you do.
All fields are required unless marked optional.

Account Information

First Name:

Last Name:

Gender: ☐ Female ☐ Male

Email Address:

Confirm Email Address:

☐ Yes, please send me updates and information about College Board and College Board deadlines, dates, and related programs and services.

☐ Please share my contact information with third parties that have offers or information the College Board thinks might be of interest to me and my students, including AP Summer Institutes, professional development and academic programs and scholarships.

Username:

Password:

Confirm password:

Choose security question:

Answer:

Where do I find this?



<https://www.collegeboard.org>

STEP 2 Logging into the Manage Access Tool to Support K-12 Assessment Reporting

An access code is required for an Access Manager to log-in and create users for the K-12 Assessment Reporting Portal.

- Log in to your professional account
- Click the 'General' section on your dashboard
- Select the 'Managing Access to Support K-12 Assessment Reporting' link
- Enter your 'professional organization' from the drop down menu and enter your access code.
- In some cases, multiple institutions may be available in the drop down menu, please be sure that you are selecting the correct institution for your access code.

Where do I find my access code?

Communications were sent to PSAT/NMSQT Coordinator or call the PSAT-Related Assessments Helpline at 888.477.7728

The screenshot shows the 'My College Board Professional Account' dashboard. Under 'My Tools And Services', there is a table with columns 'Tool or Service', 'My Role', and 'Exp'. Below this, there is a section 'Add Additional Tools And Services' with a list of recommended tools. The 'General' section is expanded, showing a list of tools. The tool 'Managing Access to support K-12 Assessment Reporting' is highlighted with a red box. To the right, a modal window titled 'Get access to Managing Access to support Assessment Reporting' is shown. It contains a 'Provide your access information' section with a dropdown for 'Professional Organization' (set to 'College Board DI Operations S and L') and a text input for 'Access Code' (containing 'PVRGTY'). There are 'Enroll Later' and 'Add' buttons. To the right of this section is a 'Your access' table with columns 'Organization', 'Position', and 'Expiration Date', and a 'Finished' button.

STEP 3 Accept Terms & Conditions for Use

The next screen after your initial login will require an agreement to the terms and conditions for use. Please carefully read the material and accept in order to gain access.

STEP 4 Manage Existing Users

Access managers can view, assign, and manage access granted to individuals at their institution (or to vendor users, as appropriate).

- **View** all current access
- **Revoke** access for departing users

How do I know if staff created Education Professional Accounts?

Staff with Education Professional Accounts will appear on this screen.



The screenshot shows the 'Managing Access' interface. At the top, there are tabs: 'Manage Current User Access', 'Add Users to Roles', 'Invite New Users', and 'Outstanding Invitations'. Below the tabs, there's a section for selecting an organization and role. A table lists users with columns: Name (Last, First), Email Address, Job Title, and Access Expiration. The table contains three entries: Garcia, Josh; Garcia, Joshua; and Van Epps, Josh. At the bottom of the table, there is a blue button labeled 'Add User to Role' which is circled in red.

STEP 5 Invite New Users

Access managers can provide access to users who do not have College Board Education Professional Accounts. When you invite users to their access role, an email will be sent. The user will need to request a College Board account (see Step 1). Once an account is created, the role will be active.

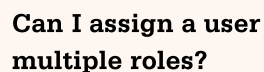
Do I need to forward the access code to invited users?

An access code is only required for the Access Manager. Every additional user will only need a College Board Professional account



The screenshot shows the 'Managing Access' interface with the 'Invite New Users' tab selected. The 'Invite a User' section contains fields for First Name, Last Name, and E-mail Address. Below these fields is a checkbox for 'Notify me when user accepts invitation'. The 'Set Organization, Role and Expiration Date' section contains dropdowns for Organization and Role, and a text field for Role Expiration Date. At the bottom, there is a blue button labeled 'Send Invitation' which is circled in red.

The home screen will serve as the central reporting portal that allows invited users to easily configure and run online reports and apply filters for data analysis.



Yes! Select 'Add another role' within the 'Invite new user' form.

I have more questions. Who can I call?

Speak to a real person by calling the PSAT-Related Assessments Helpline at 888.477.7728 . We'll be more than happy to walk you through the process.

Notes

Use the space below to keep record of the personnel from your district/school who have been assigned access to the tool.

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